

EXHIBIT 15

Presentation for Third-Year Associates

Lawyering 301: Making the Transition Litigation

May 2, 2008

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Time and Matter Management

- ▶ Delegation
 - In conjunction with more senior lawyers plan tasks for junior lawyers as far in advance as possible
 - Give clear instructions, ample time to complete and clear, non-artificial deadlines
 - Delegate tasks, not responsibility
- ▶ Learn to manage your time on multiple matters
- ▶ Learn to plan ahead pro-actively, consider contingencies and allow for unexpected problems
- ▶ Responding to staffing requests

Legal Research and Factual Inquiry

- ▶ Take an active role in issue-spotting and framing legal and factual questions
- ▶ Take a significant role in designing factual investigation
- ▶ Plan research/factual inquiry with an eye to efficiency and strategic execution
- ▶ Formulate conclusions and other practical suggestions and follow-up

Written Communications

- ▶ Tailor written communications for different audiences
- ▶ Use written communication strategically and in anticipation of reader response
- ▶ First draft should be genuine attempt at final draft

Oral Communications

- ▶ Present complex information clearly and in appropriate detail
- ▶ Be diplomatic and tactful in dealing with difficult persons/situations
- ▶ Develop a set of tactics that can be used strategically (if only to look competent and authoritative while you buy time to find the answer, fend off bullying)
- ▶ Develop “presence”: people pay attention to you and what you say has credibility

Analysis, Judgment and Problem Solving

- ▶ Spot and think about non-obvious issues
- ▶ Learn to apply your accumulating repertoire of lawyering skills to come up with novel and creative solutions
- ▶ Demonstrate sensitivity to big picture concerns, even if they are not your direct responsibility
- ▶ Learn to prioritize (forest, not trees; tell the important from the unimportant)
- ▶ Don't be afraid to raise questions about the work or conclusions of seniors

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Teamwork and Interpersonal Relations

- ▶ Translate instructions and guidance from seniors in ways helpful to juniors
- ▶ Review the work product of juniors carefully and give constructive feedback
- ▶ Share credit/give credit up and down the line
 - How to communicate with personnel at all levels
- ▶ When faced with under-performance, learn to deal with it directly and appropriately; go to a senior if that fails
- ▶ Learn a “team” approach to client development, *i.e.*, look to promote the team and the firm

Professionalism and Professional Issues

- ▶ Learn to identify ethical and professional liability issues and consult with others to resolve them
 - E.g., Sarbanes-Oxley requirements
- ▶ Communicate professionally and accurately (with your DPW colleagues, clients, adversaries, regulators, etc.)
- ▶ Stay alert to the client's interest

Business Sense and Client Relationship Skills

- ▶ Know the client
 - E.g., follow news stories on major clients (Ozmosys)
- ▶ Understand the business implications of the issues raised in your case
- ▶ Learn to be sensitive to client atmospherics and client relationship issues (including billing)
- ▶ Cultivate client relationships

Open Discussion

- ▶ Comments?
- ▶ Questions?
- ▶ Etc.?

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